Recommended
Race and Ethnicity Data Collection and Reporting
School Districts' Implementation Guide

The U.S. Department of Education (U.S. ED) released guidance in 2007 mandating that educational institutions and other recipients of grants and contracts use a two-part question for collecting race and ethnicity data. The guidance also mandates that race and ethnicity data reported to U.S. ED be reported in seven categories. This guidance must be implemented for the 2010-2011 school year.

2008-2009 School Year

SUMMER 2009

CEPI

- Provide final notification to school districts concerning the fall 2010 implementation of the guidance.
- Post all supporting material for school districts, parents and vendors (frequently asked questions, notification letters, informational PowerPoint presentations, etc.) on Web site: www.michigan.gov/cepi
- Provide support to school districts

School Districts

- Review final documentation posted to the Center for Educational Performance and Information's (CEPI) Web site
- Review National Forum on Education Statistics' "Managing an Identity Crisis, Forum Guide to Implementing New Federal Race and Ethnicity Categories" (link available via CEPI's Web site)
- Notify collection vendors of new requirements

2009-2010 School Year

FALL 2009

CEPI

- Include "heads-up" in Michigan Student Data System (MSDS) and Registry of Educational Personnel (REP) data manuals
- Provide support to school districts
- Update FAQs (if necessary)

School Districts

- Begin policy and procedure development (e.g., observer identification)
- Draft enrollment forms and documentation for preparation of 2010-11 School Year
- Define training
- Inform parents of the new guidance
- Determine if school district will perform "re-identification" of students and/or staff members
- Check CEPI Web site for any updates to FAQs

WINTER 2010

CEPI

- Provide support to school districts
- Include "heads-up" in MSDS and REP data manuals
- Update FAQs (if necessary)

School Districts
- Conduct training
- Finalize policy and procedure
- Finalize internal race and ethnicity data collection procedures
- Finalize enrollment forms and documentation for preparation of 2010-2011 school year
- Ensure in-house software has been updated as necessary
- Check CEPI Web site for any updates to FAQs

SPRING 2010
CEPI
- Provide support to school districts
- Post fall 2010 MSDS and REP data manuals
- Update FAQs (if necessary)

School Districts
- Check CEPI Web site for any updates to FAQs

SUMMER 2010
CEPI
- Provide support to school districts
- Perform adjustments to business rules used to interpret race and ethnicity of students and staff for preparation of 2010-2011 school year collections
- Update FAQs (if necessary)
- Update school districts' feedback reports that include race and ethnicity data

School Districts
- Final preparation for fall 2010 submission
- Check CEPI Web site for any updates to FAQs

2010-2011 School Year

FALL 2010
CEPI
- Provide support to school districts.

School Districts
- School districts must submit racial and ethnic data per mandated guidance.
- Check CEPI Web site for any updates to FAQs

WINTER 2011
CEPI
- Evaluate for bridging based on Hispanic/Latino benchmark

NOTE: This document was created as a resource for school districts.